

Kansas Department of Labor Benefit Summary

Holiday Pay

- 9 paid holidays
- No waiting period

Discretionary Day

- 6 month waiting period
- Availability determined yearly by the Governor's office.

Vacation Time

- Full-time employees accrue time based on the following schedule.

Time Worked	Accrual Rate per bi-weekly payroll period	Maximum Carryover Allowed
Less than 5 years	3.7 hours	144 hours
5 years and less than 10	4.7 hours	176 hours
10 years and less than 15	5.6 hours	208 hours
15 years and more	6.5 hours	240 hours

At the end of the fiscal year, up to 40 hours exceeding the maximum carryover will automatically be converted to sick leave.

- Employees who work less than full-time earn leave on a prorated basis.
- Vacation accrual begins immediately.

Sick Leave

- Full-time employees accrue at a rate of 3.7 hours per bi-weekly payroll period.
- Employees working less than 40 hours accrue on a prorated basis.
- Sick leave accrual begins immediately.

Bereavement Leave

- Up to 6 working days

Military Leave

- Up to 15 days of leave with pay for National Guard or Reserve component member employees who must participate in annual training.

Leave

- Up to 1 year

FMLA

- Up to 12 weeks for employee's own or a family member's qualified health condition
- State continues to pay its share of health premiums during this time.

Shared Leave

- Allows vacation or sick leave to be donated to another employee who has exhausted all paid leave and is off for their own or a family member's qualified health condition.
- 6 month waiting period

Health Insurance

- Effective first of the month following 60 days.*
- Prescription coverage is included in the medical plan.
- Multiple plans, including a High Deductible Health Plan with HSA, and provider network are available.

Dental Insurance

- Employee coverage is automatic with medical coverage.
- Effective first of the month following 60 days. *
- Yearly max \$1700.

Vision Insurance

- Effective first of the month following 60 days. *
- Coverage is voluntary and independent of medical and dental coverage elected.

Group Life & Disability Insurance

- Premiums are paid by the State.
- Life Insurance benefit is 150% of employee's annual rate of compensation.
- Long Term Disability benefit is based on 60% of the employee's annual rate of compensation.

Optional Group Life

- Coverage levels range from \$5000 - \$250,000.
- \$50,000 guaranteed during initial enrollment.
- Premiums based on age and coverage level.

Flexible Spending Account – Dependent Care

- Allows the employee to use pretax dollars to pay for work related daycare expenses.
- Participation is independent of health care participation.
- Effective first of the month following 60 days of employment. *

Flexible Spending Account – Health Care Expenses

- Allows the employee to use pretax dollars to pay health care expenses allowed by the IRS but not reimbursed by medical, dental, prescription drug or vision insurance.
- Participation is independent of health care participation.
- Effective first of the month following 60 days of employment. *

KPERS Retirement

- Defined benefit plan with mandatory participation.
- 6% contribution rate

Deferred Compensation

- Voluntary defined contribution retirement plan to allow employees to supplement their KPERS retirement income.
- No waiting period

Tuition Reimbursement

- Eligible after initial probationary period is completed or 6 month waiting period for unclassified employees.
- Covers tuition only
- Must be approved in advance and of benefit to KDOL.

Employee Assistance Program

- Lifeline

Savings Bonds

- Employees can purchase bonds with payroll deductions.

Learning Quest Education Savings Program

- A voluntary program that allows State of Kansas employees to save for higher education.
- An account can be opened for any beneficiary – child, grandchild, friend, or yourself.

Based on the work conditions and environment, **lifestyle hours**, **flex time**, and the **infant-at-work program** may be available to employees.

* Time spent in a benefits ineligible position may be applied to the waiting period if there is not a break in service of more than 3 days.

This document is for summary purposes only and is subject to change without notification.
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